

BCS = 011006

10-34-570-01

#1

**NOTICE OF
POSITION
AVAILABILITY**
(Revised 6/2/2008)**PERSONNEL OFFICE USE ONLY**

Referral Source: _____

Date Filled: 8-3-10New Hire's Name: Michael DrewSTATION: KENVDEPARTMENT: SalesJOB TITLE: Account ExecutiveSUBMIT RESUMES TO: Terry Hritz

(who should HR forward the resumes to)

SHIFT: Monday-Friday 8am-5pmJOB AVAILABLE: 5-Jul-10

REQUIREMENTS: (Example - typing speed, carry equipment, driver's license)

See Attached

PRESENT SALARY RANGE: \$2200 base 3mo. then/commission

PER

Required; do not put negotiable, TBD, etc

month, hour, year, etc

PREVIOUS EMPLOYEE PAID: _____

PER

month, hour, year, etc

(EMPLOYEE NAME THAT NEW HIRE WILL BE REPLACING)

EEO REFERRAL SOURCES TO CONTACT: (choose from referral listing book)
CAN NOT JUST DO INTERNET POSTING

Free Postings

APPROVED

BY: _____

(Department Head)

DATE: _____

APPROVED

BY: _____

(General Manager)

DATE: 6/15/10

APPROVED

BY: _____

(President)

DATE: 6-16-10



JOB OPPORTUNITIES

Location: KENV-TV, News 10, Elko, Nevada

Position: **Account Executive**

Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Generate new advertising revenue for station and internet products;
Maintain and service existing accounts;
Monitor schedules placed with station to insure proper schedules;
Develop proposals for clients to aid them in maximizing the utility of their TV dollars;
Review and update special programming materials to insure potential advertisers are made aware of upcoming events;
Write copy, prepare and produce creative commercials for direct accounts;
Project sales figures on a monthly basis;
Responsible for collection of individual account billing; and
Perform other tasks related to the position as assigned.

Requirements: Sales experience;
Media knowledge helpful; Team Player;
Ability to carry computer and television equipment;
Valid driver's license, insurance, and have a dependable vehicle;
Maintain a contact telephone; and Clean DMV Report printout and
Pass pre-employment drug testing required.

Job Available: Immediately

Contact: Human Resources
Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
Email resumes to: cwalker@MyNews4.com

**RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.**

Date Posted: 6/16/10

\\jobs\\jobslot.514



KENV TV 10, ELKO NV
Job Opportunities

	Date Posted	Dept	Job Reference Number
Account Executive	06/16/10	570	10-34-570-01

Please Confirm Job Vacancy Information

Note: the job will not be posted until you press the submit button below

Job ID:	011006
Date Submitted:	06/16/2010
Actual Job Title:	Account Executive
Department:	Sales
FCC Job Category:	Sales Workers
Compensation:	Commission per year
Employment Type:	30 or more hours per week
Hours/Shifts:	8:00am-5:00pm Mon-Fri
Education:	
Experience:	
Job Description:	Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made aware of upcoming events; Write copy, prepare and produce creative commercials for direct accounts; Project sales figures on a monthly basis; Responsible for collection of individual account billing; and Perform other tasks related to the position as assigned.
Requirements:	Sales experience; Media knowledge helpful; Team Player; Ability to carry computer and television equipment; Valid driver's license, insurance, and have a dependable vehicle; Maintain a contact telephone; and Clean DMV Report printout and Pass pre-employment drug testing required.
Benefits:	Medical, Dental, Vision, 401K, vacation & sick hours
EEO Statement:	This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
Date Job Available:	6/16/10

Termination Date:	7/6/10
Contact's First Name:	Carrie
Contact's Last Name:	Walker
Fax:	775-785-1208
E-mail Address:	cwalk@MyNews4.com
Contact Instructions:	Apply in person at 1025 Chilton Circle Elko, NV 89801. Fax resume or application to 775-785-1208. Email resume to cwalker@MyNews4.com.
Level of Outreach:	City/Local Posting
Other Outreach:	State of Nevada Employment Office in Elko NV = fax 775-753-7212. State of Nevada Employment Office in Reno, NV = Fax 775-688-1279. Great Basin College in Elko website link "Nevada Links"-Jobinthebox.com._JOB POSTINGS.kvbc.com reaching Sunbelt Stations job boards for KVBC, KRNV, KENV, KPVI, KYMA, KXTF, KCWY and KTVH. Nevada Broadcastings Association = email earlenelefler@yahoo.com. California Chicano News Media Association = Sylvia Wells-ccnmaininfo@ccnma.org. Medialine's Mark Shilstone = medialine@medialine.com
For which station(s) are you advertising this job? KENV-TV	
Hide station(s) on job notice? No	

☐ *** I have verified the information and I'm now ready to send the job posting out to the selected outreach area.**
Please note! When clicking submit your job posting will be sent to the selected resources immediately. No further edits will be possible. If you leave this page without clicking "Submit This Job" the job will not be posted.

Job Resources for (job ID): J011006

Station(s): KENV-TV

Agency Name	Contact Name	Address I	City	State	Zip	Phone	Fax	HC	RN	RI
Adult High School-GED Center	Evelyn Cheney	1215 Franklin Avenue	Lovelock	NV	89419	775-273-9013	775-273-4908	F	N	0
Advocacy, Communication, Training-Employment Services		2222 West 3500, South #B1	Salt Lake City	UT	84119	801-886-3442	801-886-3426	F	N	0
American Institute of Health Technology, Incorporated	Sue Perry	6600 Emerald	Boise	ID	83704	208-377-8080	208-322-7658	F	N	0
American Staffing		1025 Shoshone Street, North #3	Twin Falls	ID	83301	208-734-6452	208-736-7265	F	N	0
Blackfoot Workforce Development Center	Dan Baldwin	155 North Maple PO Box 9	Blackfoot	ID	83221	208-785-2200	208-785-5036	E	N	0
Boise Job Service		219 West Main Street	Boise	ID	83735	208-334-6233	208-895-8441	E	N	0
Boise One-Stop Career Center		219 Maine Street	Boise	ID	83335	208-334-6204	208-334-6222	F	N	0
Canyon County One-Stop Career Center		5909 Graye Lane	Caldwell	ID	83606		208-454-7720	F	N	0
Canyon County Workforce Development Center		6107 Graye Lane PO Box 220	Caldwell	ID	83605		208-454-7720	E	N	0
Carson Valley Chamber of Commerce	Bill Chernock	1513 Highway 395	Gardnerville	NV	89410	775-782-8144	775-782-1026	E	N	0
Center for New Directions	Bessie Katslometes	Campus Box 8380	Pocatello	ID	83209		208-282-5160	F	N	0
Centro De La Familia De Utah		320 W. 200 South Suite 300 B	Salt Lake City	UT	84401		801-521-6242	F	N	0
Churchill County	Brad Goelsch	155 North Taylor Street Suite 153	Fallon	NV	89406	775-423-5136	775-423-0717	E	N	0
Churchill Economic Development Authority	Eric Grimes	PO Box 1236	Fallon	NV	89407	775-423-8587	775-423-1759	E	N	0
Citadel-Boise	Leslie Rowe	1419 W. Bannock Street	Boise	ID	83702		208-331-7860	E	N	0
College of Southern Idaho	Jennifer Zimmers	PO Box 1238	Twin Falls	ID	83303	208-733-9554	208-736-3015	F	N	0
College-Albertson College	Glyma	2112 Cleveland Boulevard	Caldwell	ID	83605	208-459-5000	208-454-2077	F	N	0
College-Great Basin College	Pat Collins	1500 College Parkway Career Center-Berg Hall	Elko	NV	89801	775-738-8493	775-738-8771	E	N	0

Job Resources for (job ID): J011006

College-Western Nevada Community College		13 Pearl Street	Yerington	NV	89447	775-463-2412	775-463-4334	F	N	0
Community College, Western Nevada		10 21st Street	Hawthorne	NV	89415	775-945-2405	775-945-3621	F	N	0
Crossroads Christian Counseling and Club	Jack	115 East 16th Street	Idaho Falls	ID	83404	208-529-4673	208-529-4676	F	N	0
Davis Applied Technology Center-Adult Education	Sandy	550 East 300 South	Kaysville	UT	84037	801-593-2321	801-544-9098	F	N	0
Department of Health and Welfare	Ruth Withington	PO Box 4166	Pocahontas	ID	83201	208-235-2875	208-236-6100	F	N	0
Department of Workforce Services- South Davis	K Leiker	763 W 700 S	Woods Cross	UT	84087	801-298-6600	801-295-9127	E	N	0
Development Workshop, Incorporated		555 West 25th Street	Idaho Falls	ID	83402	208-524-1550	208-523-3148	F	N	0
ELKO DAILY FREE PRESS	Elizabeth Todd	etodd@elkodaily.com				7753831118			N	0
ELKO DAILY FREE PRESS	Elizabeth Todd	etodd@elkodaily.com				7757383118			N	0
Experience Works	Gerry Aury	2115 Vista Ave. Suite A	Boise	ID	83705	208-429-8077	208-429-8084	E	N	0
Experience Works	Margie Alexander	308 Shoshone St. E # 2	Twin Falls	ID	83301	208-734-3305	208-732-6084	E	N	0
FAMILY COMMUNITY CENTER	HUMAN RESOURCES	288 NORTH 1460 WEST	SALT LAKE CITY	UT	84116	801-538-6161x	(801) 538-6479	F	N	0
Governor's Workforce Development Council	Claudia	P O Box 83720	Boise	ID	83720	208-334-2100	208-334-3454	E	N	0
HEALTH & WELFARE DEPT	LETTY	PO BOX 68	GLENN'S FERRY	ID	83623	208-366-7422x	(208) 366-7422	F	N	0
Health and Welfare Department		35 West Court Street	Weiser	ID	83672	208-549-0811	208-528-5837	F	N	0
Health and Welfare Department Region 4	Leann Simmons	P.O. Box 83720	Boise	ID	83720	208-334-6799	208-587-5024	F	N	0
HOTJOBS.COM	Elizabeth Todd	etodd@elkodaily.com				7757383118			N	0
Idaho Commerce & Labor	John Russ	219 Main St.	Boise	ID	83735	208-332-3575	208-334-6222	E	N	0
Idaho Commerce & Labor-Blaine County	Jerry	513 N. Main Suite 1	Hailey	ID	83333	208-788-3526	(208) 788-3041	E	N	0
Idaho Commerce & Labor-Emmett	Rudy Hernandez	2030 S. Washington St.	Emmett	ID	83617	208-364-7780	208-365-6599	E	N	0
Idaho Commerce & Labor-Magic Valley	Wayne Weiner	420 Falls Ave.	Twin Falls	ID	83301	208-735-2500	(208)	E	N	0

Job Resources for (job ID): J011006

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LYON COUNTY SOCIAL SVC	JOB PLACEMENT	1050 PYRAMID ST	SILVER SPRINGS	NV	89429	702-577-5010x	(775) 577-5093	F	N	0
MAXIMUS	JOB PLACEMENT	C/O BUREAU OF INFORMATION SYSTEMS 450 WEST STATE ST., 2nd FL.	BOISE	ID	83720	208-334-5757x	(208) 376-6907	F	N	0
Nevada Department of Employment, Training & Rehabilitation	Lori Groa	Elko JobConnect 172 Sixth Street	Elko	NV	89801	775-753-1900	775-753-7212	E	N	0
NEVADA DEPT of EMPLOY & TRAINING	JOB BANK		LOVELOCK	NV	89419	775-778-9573x	775-778-9574	F	N	0
NEVADA STATE WELFARE	VICKI PRATT	475 W HASTELL ST	WINNEMUCCA	NV	89445	702-623-6557x	(702) 623-6566	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	1187-B HIGH SCHOOL ST	GARDNERVILLE	NV	89410	775-782-0206x	775-782-0214	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	172 6TH ST	ELKO	NV	89801	775-289-1675x	775-289-1611	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	475 5TH ST	ELY	NV	89315	775-289-1675x	775-289-1611	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	475 W HASKELL #2	WINNEMUCCA	NV	89445	775-623-6544x	775-623-6546	F	N	0
NEVADA'S JOB LINK	JOE PRATT	475 W HASKELL ST NO. 1	WINNEMUCCA	NV	89445	775-623-6520x	775-623-6523	F	N	0
NEVADA'S JOB LINK	KATHY BROWN	121 INDUSTRIAL WAY	FALLON	NV	89406	775-423-5115x	775-422-1450	F	N	0
NEVADA'S JOB LINK-WINNEMUCCA	JOB BANK	1125 CENTRAL AVE	LOVELOCK	NV	89419	775-623-6520x	775-623-6523	F	N	0
NEW DIRECTIONS	JANE DUKE	1910 UNIVERSITY DR	BOISE	ID	83725	208-769-3445x	(208) 769-3367	F	N	0
Northern Regional Council on Workforce Services	Richard Nelson	Utah Department of Workforce Services 480 27th Street	Ogden	UT	84409	801-626-0319	801-394-7375	E	N	0
Ogden-Weber Applied Technology Center		200 North Washington Boulevard	Ogden	UT	84404	801-627-8426	801-627-8464	F	N	0
Ogden Community Action Agency		3959 Grand Avenue	Ogden	UT	84401	801-399-9281	801-399-9887	F	N	0
PAIUTE TRIBAL COUNCIL	PLEASE POST	201 BOWEAN ST	LOVELOCK	NV	89419	775-273-7861x	775-273-1144	F	N	0
PERSHING CO JUVENILE DEPT	DEE	535 WESTERN AVE	LOVELOCK	NV	89419	775-273-2769x	775-273-5113	F	N	0
PERSHING CO LIBRARY	ERIKA	1125 CENTRAL AVE	LOVELOCK	NV	89419	775-273-2216x	775-273-0421	F	N	0
PERSHING COUNTY	JOB POSTINGS	1475 CORNELL AVE	LOVELOCK	NV	89419	775-273-3200x	775-273-3244	F	N	0

[illegible]

Job Resources for (job ID): J011006

UTAH'S JOB CONNECTION	PLACEMENT	5735 S REDWOOD RD	TAYLORSVILLE	UT	84123	801-269-4700x	(801) 269-4830	F	N	0
UTAH'S JOB CONNECTIONS	JOB PLACEMENT	305 N MAIN ST STE 100	TOOELE	UT	84074	435-833-7310x	(435) 833-7395	F	N	0
VOCATIONAL REHABILITATION	BRIAN	3350 AMERICANA TER #210	BOISE	ID	83706	208-334-3650x	(208) 334-3661	F	N	0
VOCATIONAL REHABILITATION	JOB PLACEMENT	650 W STATE ST	BOISE	ID	83702	208-334-3390x	(208) 334-5305	F	N	0
VOCATIONAL REHABILITATION	JOHN MILLER	912 12TH AVE S #C	NAMPA	ID	83651	208-465-8414x	(208) 465-8416	F	N	0
VOCATIONAL REHABILITATION	HOLLY HUGHES	6003 CASSIA ST	BOISE	ID	83709	208-322-3738x	(208) 327-7493	E	N	0
VOCATIONAL REHABILITATION	MENDIE MOYES	1325 ALBION	BURLEY	ID	83318	208-678-3838x		E	N	0
Welfare Division- Self Reliance	Leanne Simmons	450 West State Street	Boise	ID	83702	208-334-6535	208-334-6912	F	N	0
West Idaho Training Company	Glen Roach	3525 Arthur Street	Caldwell	ID	83605	208-454-3051	208-454-3053	E	N	0
WORD OF MOUTH	Unknown	Unknown				Unknown			N	0
Workforce Development		533 26th Avenue Suite 204	Ogden	UT	84401	801-394-9774	801-394-9841	F	N	0
Total Resources: 108										

WALKER, CARRIE

From: WALKER, CARRIE
Sent: Wednesday, June 16, 2010 11:48 AM
To: _JOB POSTINGS; Great Basin College (keitha@gbcnv.edu); Mark Shilstone (Medialine) (medialine@medialine.com); NBA Earlene Lefler (Earlenelefler@yahoo.com); Sylvia Wells (ccnmainfo@ccnma.org); HRITZ, TERRY
Subject: Post KENV Account Executive posting
Importance: High
Attachments: KENV Account Executive.doc; KENV Postings.xls

Please post the attached KENV Account Executive position in your posting area.

Also attached is a summary of KENV job openings.

Thank you,

Carrie Walker

KRNV Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com



Elko Nevada Job Connect
172 6th Street
Elko, NV 89801
Fax: 775-753-7212

4001 S. Virginia St Ste H
Reno NV 89502
Phone: 775-834-1970
Fax: 775-688-1279
businessservices@nvdetr.org

Web Site: <http://www.nevadajobconnect.com>

Date: 6/16/10

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*

Nevada Unemployment Insurance Contributions # FEIN #

Business Legal Name: *Ruby Broadcasting Company* URL Address:

Nature of Business: *Television* Total number of employees: *5*

Company Benefits:

☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given

Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes

Is the business under an Affirmative Action court order? ☒ No ☐ Yes

Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: *Account Executive* Number Of Openings: *One* Starting Wage \$ *Commission base*

Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*

Days: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *8:00am to 5:00pm*

Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree

NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? DMV Printout Required? ☐ No ☒ Yes

Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes

Own tools required? ☒ No ☐ Yes If yes, what?

Typing Speed: *30-50/wpm* Licenses/Certifications required:

Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally

Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other

Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)

If more space is required, please use separate sheet or include job/position description: *See attached or following*

Job Skills/Requirements: *See attached or following*

Referral Instructions - Contact Name: *Human Resources*

Apply Via: ☒ Apply online to

☒ Email resume to *cwalker@MyNews4.com*

☒ Fax resume to fax number *775-785-1208*

☐ Call for appointment between and

☐ Send direct between and

☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*

Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes

Is this a confidential replacement position? ☒ No ☐ Yes

HP Color LaserJet 2840

KRNV
7757851208
Jun-16-2010 11:56AM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
2183	6/16/2010	11:52:35AM	Send	17757537212	3:41	3	OK



Date: 6/16/10

Elko Nevada Job Connect
172 6th Street
Elko, NV 89801
Fax: 775-753-7212

4001 S. Virginia St Ste H
Reno NV 89502
Phone: 775-834-1970
Fax: 775-688-1279
businessservices@nvdetr.org
Web Site: <http://www.nevadajobconnect.com>

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Currie Walker, KRNV Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*
Nevada Unemployment Insurance Contributions # FEIN #
Business Legal Name: *Ruby Broadcasting Company* URL Address:
Nature of Business: *Television* Total number of employees: *5*
Company Benefits:
☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes
Is the business under an Affirmative Action court order? ☒ No ☐ Yes
Physical location of job site, if different than above:

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Duration: ☒ P/T Reg ☐ P/T Reg ☐ P/T Temp. ☐ P/T Temp. Hours Per Week: *40*
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Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *8:00am to 5:00pm*
Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? *DMV Printout Required?* ☐ No ☒ Yes
Own Transportation Required? ☐ No ☒ Yes Is the job site on or near a bus line? ☐ No ☐ Yes
Own tools required? ☒ No ☐ Yes If yes, what?
Typing Speed: *30-50* wpm Licenses/Certifications required:
Lifting Required? *50* lbs. ☐ Consistently ☐ Occasionally
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing */wpm* ☐ Other
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
If more space is required, please use separate sheet or include job position description. See attached or following
Job Skills/Requirements: *See attached or following*
Referral Instructions - Contact Name: *Human Resources*
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@MyNews4.com*
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between *and*
☐ Send direct between *and* ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes
Is this a confidential replacement position? ☒ No ☐ Yes

04/09/08 JP

Date: 6/16/10

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*

Nevada Unemployment Insurance Contributions # FEIN #

Business Legal Name: *Ruby Broadcasting Company* URL Address:

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Typing Speed: *30-50/wpm* Licenses/Certifications required:

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Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other

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☒ Fax resume to fax number *775-785-1208*

☐ Call for appointment between and

☐ Send direct between and

☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*

Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes

Is this a confidential replacement position? ☒ No ☐ Yes

HP Color LaserJet 2840

KRNV
7757851208
Jun-16-2010 12:02PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
2184	6/16/2010	11:59:09AM	Send	6881279	3:35	3	OK



Date: 6/16/10

4001 S. Virginia St Ste H
Reno NV 89502
Phone: 775-834-1970
Fax: 775-688-1279
businessservices@nvdetr.org

Visit Our Web Site: <http://www.nevadajobconnect.com>

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*
Phone #: *775-322-4444 Ex 1207* Fax #: *775-785-1208* E-mail address: *cwalker@MyNews4.com*
Nevada Unemployment Insurance Contributions # FEIN #
Business Legal Name: *Ruby Broadcasting Company* URL Address:
Nature of Business: *Television* Total number of employees: *5*
Company Benefits:
☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays
☒ Retirement Plan(401K) ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes
Is the business under an Affirmative Action court order? ☒ No ☐ Yes
Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: *Account Executive* Number Of Openings: *One* Starting Wage *5 Commission base*
Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*
Days: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday
Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *8:00am to 5:00pm*
Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? *DMV Printout Required?* ☐ No ☒ Yes
Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes
Own tools required? ☒ No ☐ Yes If yes, what?
Typing Speed: *30-50* wpm Licenses/Certifications required:
Lifting Required? *50* lbs. ☐ Consistently ☐ Occasionally
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing */wpm* ☐ Other
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
If more space is required, please use separate sheet or include job/position description: See attached or following
Job Skills/Requirements: See attached or following
Referral Instructions - Contact Name: *Human Resources*
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@MyNews4.com*
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between *and*
☐ Send direct between *and* ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes
Is this a confidential replacement position? ☒ No ☐ Yes

04/09/08 JP

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[Archived Postings](#)
Job Information

Job Title: Account Executive
Location: Elko, NV 89801
Job Category: Sales/Marketing/Advertising
Job Description: Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made aware of upcoming events; Write copy, prepare and produce creative commercials for direct accounts; Project sales figures on a monthly basis; Responsible for collection of individual account billing; and Perform other tasks related to the position as assigned.
 Sales experience; Media knowledge helpful; Team Player; Ability to carry computer and television equipment; Valid driver's license, insurance, and have a dependable vehicle; Maintain a contact telephone; and Clean DMV Report printout and Pass pre-employment drug testing required.

Education: High School or Equivalent
Citizenship: US Citizen
Travel: yes
Salary (annual) : Commission
Benefits: Medical, Dental, Vision, 401K, vacation/sick hours
Paid Relocation: No
Position Type: Full Time
Start Date: 7/6/10
Ref: 10-34-570-01

Contact Information

Name and Title: Carrie , Walker
Company: KRVN & KENV
Address: 1790 Vassar Street
City and State: Reno, NV
Phone: 775-322-4444
Fax: 775-785-1208
E-mail: cwalker@krnv.com

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Title	Date Created	Date Posted	Days Remaining	New Job Posting	View	Current Postings	Apply	Archived Postings
Account Executive	6/16/2010	6/16/2010	New		0		0	Edit / Delete / Archive

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* required field
Job Posting

Company Information (optional)

*Company Name	KRNV & KENV	*State / Province	Nevada
*Address	1790 Vassar Street	*Zip	89502
*City	Reno	*Phone	775-322-4444
Hide Company Info	Yes <input checked="" type="radio"/> No <input type="radio"/>		

Job Definition

Ref #	10-34-570-01	Benefits	Medical, Dental, Vision, 401K, vacation/sick hours
Start Date	7/6/10		
*Job Title	Account Executive		
Position Type	Full Time	Travel	yes
Job Category	Sales/Marketing/Advertising	Salary	Commission <input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/>
Education	High School or Equivalent	Paid Relocation	No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown <input type="radio"/>
Citizenship	US Citizen	*Weeks to be Posted	2 week
*Job Description	Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made		

Job Location

*City	Elko
*State / Province	Nevada
*Zip	89801

Contact Information

*Contact Name	Carrie , Walker	State / Province	Nevada
Title		Phone	775-322-4444

Company Name	KRNV & KENV	Fax	775-785-1208
Address	1790 Vassar Street	*E-mail	cwalker@krnv.com
City	Reno	Web	

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WALKER, CARRIE

From: Earlene Lefler [earlenelefler@yahoo.com]
Sent: Wednesday, June 16, 2010 2:11 PM
To: WALKER, CARRIE
Subject: Re: Post KENV Account Executive posting

The job has been posted. Thank you

Earlene Lefler
Nevada Broadcasters Assoc.
1050 E. Flamingo Rd.
Suite S102
Las Vegas, NV 89119
(702) 794-4994
Fax: (702) 794-4997

From: "WALKER, CARRIE" <CWALKER@KRNv.com>
To: _JOB POSTINGS <_JobPostings@kvbc.com>; keitha@gbcnv.edu; medialine@medialine.com; Earlenelefler@yahoo.com; ccnmainfo@ccnma.org; "HRITZ, TERRY" <thritz@kenvtv.com>
Sent: Wed, June 16, 2010 11:47:48 AM
Subject: Post KENV Account Executive posting

Please post the attached KENV Account Executive position in your posting area.

Also attached is a summary of KENV job openings.

Thank you,

Carrie Walker

KRNv Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

6/16/2010

Job Listing Preview



Broadcast Employment Services

KENV News 10 (NBC) Elko, Nevada

Position	Account Executive
Station Ownership	Ruby Mountain Broadcasting
Reference #	<i>Will be assigned when submission is completed ...</i>
Type	Television
Full / Part	Full Time - Regular
Experience	Preferred
Posted	6/25/2010
Closes	7/6/2010
Time Left	11 Days
DMA	N/A
Found In	Sales - Account Executive



Account Executive

Typical Duties:

Generate new advertising revenue for station and internet products Maintain and service existing accounts Monitor schedules placed with station to insure proper schedules Develop proposals for clients to aid them in maximizing the utility of their TV dollars Review and update special programming materials to insure potential advertisers are made aware of upcoming events Write copy, prepare and produce creative commercials for direct accounts Project sales figures on a monthly basis Responsible for collection of individual account billing and Perform other tasks related to the position as assigned.

Requirements:

Sales experience Media knowledge helpful Team Player Ability to carry computer and television equipment Valid driver's license, insurance, and have a dependable vehicle Maintain a contact telephone and Clean DMV Report printout and Pass pre-employment drug testing required.



Supplemental Information

Salary Type	Commission
Salary Range	Salary & Commission
Starting Salary / Year	Salary & Commission
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	8:00 am to 5:00 pm
Workweek	Monday to Friday
Scheduled on Holidays	No
Start Date	ASAP!
Probation Period	3 Months

Benefits	Yes - Full Time Only
Benefit Premium	Partially Paid By Company
401K Plan	Available
Vacation	Yes
Paid Sick Leave	Yes - Full Time Only

Phone Calls	No Phone Calls Please
Agent Phone Calls	No Phone Calls Please

Résumé	Required
Cover Letter	Preferred
References	Required
Salary History	Preferred

Tape / Reel
Tape Format
Tape Return
Director's Track

FAX Résumé	Yes - 775-785-1208
TVJobs.com E-Résumé	Yes

Degree Required	No - w/comparable experience
------------------------	------------------------------

Job Available: Immediately

Contact: Human Resources
Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
Email resumes to: cwalker@MyNews4.com

RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER

This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.

Date Posted: 6/16/10

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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 **Send Resume**

Annual [E-Résumé](#) subscription
or [DigitalTalent](#) résumé required.

[[View other KENV News 10 job listings](#)]

Contract Required	No
Contract Length	
Special Requirements	Yes - See Ad
Driver's License	
Insurance	Required
Good Driving Record	Absolutely Mandatory
Heavy Lifting	Required
Previous Applicants	Please Reapply
Local Apartment Rental	
Moving Expenses	Covered By Employee
Union Position	No
Union Contract Expires	
Confirmation Letter	No
Rejection Letter	No
Feedback	No
Drug Screen	Only if Job Offered
Proof of Eligibility to work in U.S. Required	Yes
Equal Opportunity Employment	Yes
EOE Data Form	Yes



<-- Go back and make some changes

Accept (Final) -->

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Post
Jobs



"Account Executive"
position has been submitted to a temporary holding area.

Upon approval by a TVJobs.com Administrator, the job will be placed on-line, and you will receive notification via e-mail.

You can...

- Submit another [job](#) to the temporary holding area.
- Look through available [resumes](#).
- Submit Interview [Tips](#).
- Return to Main Page of [TVJobs.com](#).

Note! If you do not have an account with TVJobs.com and wish to confirm your job is on-line, login as a "Guest" in the Job Bank area and check the listings for

Account Executive TVJ#34131242.

Pay particular attention to the Control Number, as this number is unique to the job you posted. Please be patient ... this job will not be placed on-line automatically. It will be reviewed first by a TVJobs.com Administrator before being added to the database. Thank you!

Would you like to be able to submit jobs directly to the database? Are you a Station Manager, Human Resources Manager, News Director, Production Manager, Chief Engineer or the person tasked with posting jobs for your station?? Become a registered employer today, and post jobs 24 hours a day! It's free and easy!

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WALKER, CARRIE

From: jobs@tvjobs.com
Sent: Monday, June 28, 2010 12:48 PM
To: WALKER, CARRIE
Subject: TVJobs.com - Account Executive position posted

JOB POSTING NOTIFICATION FROM TVJOBS

Carrie Walker,

The "Account Executive" position for KENV was just posted in the Job Center and is now available on-line ...

Station : KENV
Position : Account Executive
Category : Sales - Account Executive
Database : Television
Job ID : TVJ#34131242
Posted : 6/28/2010
Expires : 7/28/2010
Status : Non-Registered Employer - New Job Listing
Ad Text :

Account Executive

Typical Duties:

Generate new advertising revenue for station and internet products Maintain and service existing accounts Monitor schedules placed with station to insure proper schedules Develop proposals for clients to aid them in maximizing the utility of their TV dollars Review and update special programming materials to insure potential advertisers are made aware of upcoming events Write copy, prepare and produce creative commercials for direct accounts Project sales figures on a monthly basis Responsible for collection of individual account billing and Perform other tasks related to the position as assigned.

Requirements:

Sales experience Media knowledge helpful Team Player Ability to carry computer and television equipment Valid driver's license, insurance, and have a dependable vehicle Maintain a contact telephone and Clean DMV Report printout and Pass pre-employment drug testing required.

Job Available: Immediately

Contact:

Human Resources

Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
Email resumes to: cwalker@MyNews4.com

RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, marital or veteran's status.

Date Posted: 6/16/10

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 7/28/2010.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=3569831315489135>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<



June 7, 2010

To: Elko Daily Press
Phone: 775-738-3118
Fax #: 775-738-2215

From: Carrie Walker
KENV TV 10
Phone: 775-322-4444 Ex. 1207
Fax #: 775-785-1208

Please **Quote** the following ad for one week or best offer.

KENV — News 10 - NBC in Elko is currently looking for a Full Time Account Executive. Applicant must be creative, motivated and work well with others. Successful applicant must maintain current sales accounts and be willing to contact, develop, and prospect new business accounts. KENV offers competitive wages and great benefits. Please send or drop your resume off to KENV, 1025 Chilton Circle, Elko, NV 89801 or fax to 775-777-7758. KENV News 10 is an EOE.

Thank you

Carrie Walker
Business Manager

Please fax QUOTE to 775-785-1208.

HP Color LaserJet 2840

KRNV
7757851208
Jul-7-2010 12:32PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
2287	7/ 7/2010	12:31:18PM	Send	17757382215	0:49	0	Comm Error 386



June 7, 2010

To: Elko Daily Press
Phone: 775-738-3118
Fax #: 775-738-2215

From: Carrie Walker
KENV TV 10
Phone: 775-322-4444 Ex. 1207
Fax #: 775-785-1208

Please **Quote** the following ad for one week or best offer.

KENV - News 10 - NBC in Elko is currently looking for a Full Time Account Executive. Applicant must be creative, motivated and work well with others. Successful applicant must maintain current sales accounts and be willing to contact, develop, and prospect new business accounts. KENV offers competitive wages and great benefits. Please send or drop your resume off to KENV, 1025 Chilton Circle, Elko, NV 89801 or fax to 775-777-7758. KENV News 10 is an EOE.

Thank you

Carrie Walker
Business Manager

Please fax QUOTE to 775-785-1208.

WALKER, CARRIE

From: WALKER, CARRIE
Sent: Wednesday, July 07, 2010 2:19 PM
To: (employment@elkodaily.com)
Subject: Employment ad quote needed
Importance: High
Attachments: Elko Daily Press Ad QUOTE.doc

I have attached a request for a employment ad quote. Please email quote back to me or fax to 775-785-1208.

Thank you,

Carrie Walker

KRNV & KENV Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

7/7/2010

WALKER, CARRIE

From: Elizabeth Todd [etodd@elkodaily.com]
Sent: Wednesday, July 07, 2010 2:58 PM
To: WALKER, CARRIE
Subject: Re: Employment ad quote needed

Importance: High

Hi Carrie,
7 days (in print and online): \$119.60
Then if you want to add any extras to help it stand out, bold is \$5.00; reverse text is \$12 (Black background with white text); etc.
The soonest this can start is Friday. Let me know which package you want to do &/or if you have any questions.

Thanks,
Lizz Todd
Employment Specialist
(775) 748-2714 Direct line

Put your company center stage by advertising in one of the most popular publications of the year!
2010 Elko County Fair & Premium List
Deadline is July 16th - Reserve your space today!

On 7/7/10 2:19 PM, "WALKER, CARRIE" <CWALKER@KRNv.com> wrote:

I have attached a request for a employment ad quote. Please email quote back to me or fax to 775-785-1208.

Thank you,

Carrie Walker

KRNv & KENV Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com <<http://www.mynews4.com/>><<http://www.mynews4.com/>>

CATALOG NUMBER	APP Date	Applicant's Name	Resume or App	Resource	Applying for Specific Position	Dept. App Forwarded To		Phone	No. of Applicants	Applicants by Resource	Applicants Interviewed	Interviewed by Resource
034-10-1026	7/19/10	Andreson, Judy	✓	R	Elko Daily Free Press	Account Executive	Hritz	273 Court Street Elko, NV 89801	(775) 778-3745	1		1
034-10-1023	7/15/10	Bowman, Nicole		R	Elko Daily Free Press	Account Executive	Hritz	319 N. 30th St #J304 Boise, ID 83702	(541) 910-2082	1		
034-10-1019	7/13/10	Cortez, Benjamin		R	Elko Daily Free Press	Account Executive	Hritz	462 Meadow Valley Ranch #8 Elko, NV	(775) 753-9298	1		
034-10-1016	7/12/10	Drew, Micah	✓	R	Elko Daily Free Press	Account Executive	Hritz	168 Lorenzo Dr Spring Creek, NV 89815	(775) 397-0556	1	4	1
034-10-1017	7/12/10	Jordan, Jennifer	✓	R	Great Basin College	Account Executive	Hritz	358 Thornburg Road Dr. Spring Creek, NV	(775) 777-8777	1	1	1
034-10-1015	7/12/10	Kenworthy, Billie		R	Hotjobs	Account Executive	Hritz	1350 Oak St Elko, NV 89801	(775) 934-5484	1		
034-10-1007	7/9/10	McDermitt, Darla		R	Hotjobs	Account Executive	Hritz	185 Maple St Elko, NV 89801	(775) 738-8882	1		
034-10-1018	7/13/10	Schultz, LaReta	✓	R	Hotjobs	Account Executive	Hritz	2151 Pimont Road #278 Elko, NV 89801	(775) 388-0365	1		1
034-10-1025	7/15/10	Wolford, Paula		R	Hotjobs	Account Executive	Hritz	611 Bullion Rd #82 Elko, NV 89801	(775) 738-2109	1		
034-10-1014	7/12/10	Young, John		R	Hotjobs	Account Executive	Hritz	901 Meadow Vista Dr Carson City, NV 89705	(775) 267-0636	1	5	1
034-10-1004	6/28/10	Beech, Evan		R	Idaho State University	Account Executive	Hritz	2019 Diane Lane Pocatello, ID 83201	(208) 232-2940	1	1	
034-10-1002	6/16/10	Gilloon, Jim		R	Internet	Account Executive	Hritz	367 Manzanita Street Henderson, NV 89014	(702) 812-4146	1		
034-10-1010	7/9/10	Horn, Daria		R	Internet	Account Executive	Hritz	2074 Meadow Ridge Dr. Elko, NV 89801	(775) 385-8751	1		
034-10-1031	7/27/10	Johnson, Kathielyn		R	Internet	Account Executive	Hritz	288 Oakmont Dr Spring Creek, NV 89815	(775) 777-7492	1		
034-10-1012	7/9/10	Romero, Stephanie		R	Internet	Account Executive	Hritz	834 Juniper Street Elko, NV 89801	(775) 340-8419	1		
034-10-1013	7/12/10	Safford, Alisa		R	Internet	Account Executive	Hritz	P.O. Box 8425 Spring Creek, NV 89815	(775) 778-9519	1		
034-10-1009	7/9/10	Santhuff, Donelle		R	Internet	Account Executive	Hritz	199 Country Club Pkwy Elko, NV 89815	(816) 835-0387	1		
034-10-1003	6/23/10	Seiavitch, Evan		R	Internet	Account Executive	Hritz	6073 Ridgeway Street Pittsburgh, PA 15217	(412) 370-1160	1	7	
034-10-1024	7/15/10	Dapiran, Theresa	✓	R	State	Account Executive	Hritz	Not listed on resume	(775) 340-0571	1	1	1
034-10-1021	7/14/10	Bullock, Kathy		R	Unknown	Account Executive	Hritz	371 Bluecrest Dr. Spring Creek NV	(775) 397-0587	1		

SUNBELT COMMUNICATIONS COMPANY

HIRE AUTHORIZATION

STATION: KENV DEPARTMENT: Sales

POSITION: Account Executive STATUS: F/T P/T
(Circle One)

RECRUITMENT EFFORTS (CONTACTS):

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) Elko Daily Free Press
- (8) _____
- (9) _____
- (10) _____

INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Charles Briggs</u>	<u>034-10-1028</u>	<u>7/20/10</u>	<u>Word of mouth</u>
<u>Theresa Depina</u>	<u>034-10-1024</u>	<u>7/20/10</u>	<u>STATE of NV</u>
<u>LA Delta Schultz</u>	<u>034-10-1018</u>	<u>7/20/10</u>	<u>EDFP Hot Jobs</u>
<u>Jennifer Jordan</u>	<u>034-10-1017</u>	<u>7/20/10</u>	<u>Great Basin College</u>
<u>Mirah Drew</u>	<u>034-10-1016</u>	<u>7/20/10</u>	<u>Elko Daily Free Press</u>
<u>Jennifer Larrin</u>	<u>034-10-1011</u>	<u>7/20/10</u>	<u>Unknown</u>
<u>Julie Andrews</u>	<u>034-10-1026</u>	<u>7/20/10</u>	<u>Elko Daily Free Press</u>
<u>Dani Voiselle</u>	<u>034-10-1020</u>	<u>7/20/10</u>	<u>Unknown</u>

8

TOTAL INTERVIEWS

HIRE AUTHORIZATIONPosition: Account Executive Station KENVCandidate Hired: Micah Drew**RESULT/SYNOPSIS (why you chose this candidate; must be completed):**

Micah was hired because of her customer service skills, very personable during interview.
She also grew up in Elko and is familiar with the business community.

Referral Source (how they heard about job)**Name**Selected: Elko Daily Free Press
(Referral source)Micah Drew
(Candidate hired)Start Date: 8/3/10

Replacing: _____

APPROVED BY:

President

DATE:

8/2/10